|  |  |
| --- | --- |
| Social | Emotional |
| Physical | Intellectual |
| Environment | Occupational |
| Spiritual | Financial |

*Consider SMART Goals when action planning:*

|  |  |
| --- | --- |
| **Specific** | Define goal using precise language. Who is involved? What do I want to accomplish? Where will it be done? Why am I doing this? Which constraints/requirements do I have? |
| **Measurable** | Can you track the progress and measure outcomes? How much, how many and how will I know when my goal is reached? |
| **Attainable/Achievable** | Is the goal reasonable enough to be accomplished? Make sure the foal in not out of reach or below standard performance. |
| **Relevant** | Is the goal worthwhile and will it meet your needs? Is each goal consistent with the other goals you have established and fits with your immediate/long-term plans? |
| **Timely** | Your objective should include a time limit. It will establish a sense of urgency and prompt you to have better time management. |